

25-0922

FROM: Robert W. Magee
Director of Personnel

1997

DATE 15 March 1985

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment in space where
is shown. Draw a line across comment after each comment.)

29 MAR 1985

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 CBAF Financial Advisor.

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MAR 28 1985

MEMORANDUM FOR: Chairperson, Central Employee Activities Fund Board

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Request for Central Employee Activities Fund (CEAF)
Support for Spouse Orientation Programs

1. The Family and Employee Liaison Office (FELO), Office of Personnel, has designed a special one-day orientation for spouses of new employees to ensure that they are fully aware of benefits, services, and employment entitlements. While the program is directed primarily at spouses of new employees, all spouses who have an interest in the program are welcome to attend.

2. It is requested that coffee and donuts for each session be funded by the CEAF. We anticipate the program will be presented two more times in FY-85 with an average attendance of 100 per session. Costs for such refreshments would approximate \$100 per session or \$200 for FY-85.

3. FELO will assume responsibility as the focal point for refreshments and for maintaining any required records. Please direct any further questions to Coordinator, FELO, [redacted]

Robert W. Magee

APPROVED:

[redacted]
Chairperson, Central Employee Activities Fund

29 MAR 1985

Date